

APPENDIX A

EDUCATIONAL REQUIREMENTS FOR
ASSESSMENT, IMPROVEMENT AND MAINTENANCE
OF CONTRACTOR'S STAFF

1. The Contractor shall provide and ensure ongoing in-service training, continuing education opportunities and other educational processes to maintain and improve the competency of each licensed registered nurse covered by this contract. The Contractor sets expectations for staff attendance by defining the minimum number of programs that each staff person must attend annually. The Contractor also documents staff attendance.
2. The Contractor has a process for providing contract nursing staff with necessary training or determining when previous training is equivalent in content and length with the provider's requirements or applicable with law and regulation. This process also includes the staff member's demonstration of proficiency of subjects taught.
3. The training and demonstration of skills proficiency address care provided by contractual nursing staff. Oral and/or written instruction and demonstration of skills proficiency for employees includes:
 - a) Communication skills appropriate to assigned responsibilities and the population served.
 - b) Guidelines for observation reporting and documentation of patient status and the care and services provided.
 - c) The needs of any ways to work with patient population(s) served by the Contractor.
 - d) Maintenance of a clean, safe, healthy environment.
 - e) Basic infection control procedures.
 - f) Basic nutrition and food preparation techniques, as appropriate.
 - g) Other areas as needed to prepare employees for the responsibilities assigned.
4. Additional instruction and demonstration of skills proficiency for contractual nursing staff may include:
 - a) Basic elements of body functioning appropriate to their assigned responsibilities.
 - b) Safe transfer techniques and ambulation as appropriate to the assigned responsibilities.
 - c) Obtaining vital signs, if appropriate to assigned care responsibilities.
 - d) Specified exercise and/or treatment as assigned.
 - e) Safe use of equipment in the care of the patient.
5. The duration of the training program attended by the contractual nursing staff is sufficient to address the content required and the program complies with any applicable law and

regulation.

6. The Contractor has a process to determine when training may be waived for individuals with experience equivalent to required training, including:
 - a) The minimum number of years of experience in a similar position that are required.
 - b) Demonstration of proficiency in skills for all subject areas included in the training course.
 - c) In-service education or other continuing education programs provided for employees are appropriate to their responsibilities and to the maintenance of skills necessary for the care of patients.
 - d) In-service training and/or continuing education programs are made available to the employees. These programs are appropriate to the nurse's patient care or service responsibilities and the maintenance of skills necessary for the care of service provided.
7. Individuals responsible for maintaining equipment receive additional training or instruction when necessary to maintain or update equipment maintenance skills.